

UNIVERSITY OF WATERLOO  
Faculty of Engineering

# WORK REPORT TITLE

Company Name  
Waterloo, ON

Prepared by  
First Last  
ID 01234567  
flast123@edu.uwaterloo.ca  
2A Mechatronics Engineering  
February 30, 20XX

First Last  
123 Fake Street  
Waterloo, ON A1B 2CD

February 30, 20XX

Dr. Dept Chair, Chair  
MME Department,  
University of Waterloo,  
Waterloo, ON N2L 3G1

Dear Dr. Dept Chair,

I have just completed my nth work term, following my 2A term. Please find enclosed my first work term report entitled: “Work Report Title” for the Software group at Company Name.

I hereby confirm that I have received no further help, other than what is mentioned above, in writing this report. I also confirm that this report has not been previously submitted for academic credit at this or any other academic institution.

Sincerely,

---

First Last, 01234567

Encl.

# Table of Contents

List of Figures . . . . .	ii
List of Tables . . . . .	iii
Summary . . . . .	iv
1.0 Introduction . . . . .	1
2.0 Sample Tables . . . . .	2
3.0 Sample Figures . . . . .	2
3.1 Knuth . . . . .	2
3.1.1 Picture . . . . .	2
4.0 TODO . . . . .	2
References . . . . .	3
Appendix A Test . . . . .	3

# List of Figures

1	Mr. T <sub>E</sub> X himself . . . . .	2
---	--	---

# List of Tables

1	A table . . . . .	2
---	-------------------	---

## Summary

This is a report that really does a lot. It explains some cool ideas and I really like to talk about them.

# 1.0 Introduction

This is such a cool thing! I love L<sup>A</sup>T<sub>E</sub>X

## 2.0 Sample Tables

This section mostly is just a table.

Table 1: A table			
Country List			
Country Name or Area Name	ISO ALPHA 2 Code	ISO ALPHA 3 Code	ISO numeric Code
Afghanistan	AF	AFG	004
Aland Islands	AX	ALA	248
Albania	AL	ALB	008
Algeria	DZ	DZA	012
American Samoa	AS	ASM	016
Andorra	AD	AND	020
Angola	AO	AGO	024

## 3.0 Sample Figures

### 3.1 Knuth

#### 3.1.1 Picture

Figure 1 shows Donald Knuth. [1]



Figure 1: Mr. T<sub>E</sub>X himself

## 4.0 TODO

This is an itemized list of things that need doing in the .cls file. [2]

- Numbering of sections 1 → 1.0 Done



## References

- [1] “Knuth: Graphics.” <http://www-cs-faculty.stanford.edu/~knuth/graphics.html>  
(current Jan. 2003).
- [2] L. Lamport and D. Bibby (Illustrator), L<sup>A</sup>T<sub>E</sub>X: a document preparation system.  
Reading, MA: Addison-Wesley, second ed., 1994.

## Appendix A Test

This is a test appendix. It has a label and everything.